

Undergraduate Research Grant Application

Student Name(s):

Date:

Project Title:

PART ONE: PROJECT OVERVIEW

This application must be developed with the assistance of your mentor and your mentor must approve the final draft BEFORE submission.

Please answer the following questions regarding the proposed project. **Note the word limits.**

Mentor's name AND brief description of mentor's area of expertise or research area

Research question/statement or general area of interest to be pursued (1-3 sentences)

Project description A – Provide an overview of the project that gives background and general information about the project and topic for the reviewers to understand the context of this work (max 300 words)

Project description B – Provide a description of the methods and tasks that you will undertake, from this point forward, based on your role with the project. Please be specific with the details, tasks, methods outlined here to help reviewers understand what you plan to do and how you will accomplish it. If your project involves people (including surveys and interviews), you must address recruitment and selection of subjects, who will be assisting with this process, etc. (max 700 words)

Project description C – (Complete this section **only** if you previously received this grant and are requesting funding for the same project): Provide a brief summary of what you have accomplished thus far and why it is important to continue funding (max 300 words)

Project timeline – Estimate how long each task will take and when they will be started/completed.

Impact statement – Address how the research can be used and why this project is important in the broad context of community, society, scholarship, etc. (max 200 words)

Personal statement – Share how this project connects to your goals (academic, personal, and/or professional) and why this project is important to you. (max 300 words)

Professional development plan – Include skills you have and those needing development related to this project, and who will teach you those skills. Include training for human subjects, animal care, safety and compliance, special equipment, etc. (max 300 words)

PART TWO: RESEARCH COMPLIANCE

Projects involving vertebrate animals or human subjects

For research projects involving live, vertebrate animals: it must have approval through the [Animal Care and Use Committee](#) and the student must have appropriate training. If the project already has approval, the student must be added. Contact the Department of Animal Resources, 803-777-8106, iacuc@mailbox.sc.edu. For USC Aiken, contact the [Sponsored Research Office](#).

For research projects involving human participants (including but not limited to interviews, surveys or review of personal/private information): mentors must review the [Student Research guide](#). Based on this guidance from the Office of Research Compliance, most student driven projects will not require further review. **Faculty oversight and student training through the CITI Human Subjects modules are required.** Some projects may also require use of the Undergraduate Research Consent Form. *A template is available on the [Student Research page](#).* If a student is “[engaged in the research](#)” on a mentor’s project requiring IRB oversight (new or approved protocol), the student must be added. Contact the [Office of Research Compliance](#) (803-777-7095) with questions.

- I have read and understood the information above
- YES, my project involves vertebrate animals
- YES, my project uses human subjects
- NO, my project does not use human subjects or vertebrate animals

Note: For all gray boxes on this form, double click in the box and select “checked”

PART THREE: RESEARCH ABROAD

Research outside of the US

Will you be traveling outside of the US for this research project?

Yes No

If yes, please read and complete the section below. If no, please skip to page 4 (budget).

****If you are non-USC Columbia student, please contact the Office of Undergraduate Research at our@sc.edu or (803) 777-1141 before completing this page****

- (a) Where will you be traveling for research?
- (b) What dates will you be traveling? (Start and end dates)
- (c) Have you met with an Education Abroad Advisor? Yes No
- (d) Are you traveling as a part of an Education Abroad program? Yes No
- (e) Is English the primary language? Yes No
- If no, please list relevant language courses
 - What is your competency? beginner intermediate advanced
 - Will your project require communication skills beyond your competency? Yes No
 - If yes, who will help you and how will you obtain their services/assistance?

RESEARCH ABROAD STEPS

1. Complete the [Magellan Research Abroad EAASy](#) application.
2. View the [pre-departure video modules](#) on Academics, Health, Safety, and Navigating Culture.

IMPORTANT RESEARCH ABROAD INFORMATION

- All travel covered by OUR is subject to the approval and standard terms and conditions of the Education Abroad Office. Should your travel be deemed unsafe for any reason, at any time (before or during stay), OUR will follow the recommendations of the Education Abroad Office and has the right to deny and/or revoke funding.
- ALL grant recipients conducting research abroad are REQUIRED to be protected by the "Overseas Emergency Medical Insurance." Columbia campus students will be signed up automatically. For more information visit, http://sc.edu/about/offices_and_divisions/study_abroad/steps_to_study_abroad/prepare_to_go/insurance/
- No OUR grant will pay for tuition associated with a study abroad program. Room MAY be covered. Program fees may be considered if DIRECTLY associated with or required for the research.

I have read and understood the information above

PART FOUR: BUDGET

Double click on table to enter data. The table is formatted to calculate the total correctly. **Only enter data in the blue cells.** Do not modify the table or delete sections.

Student Name			
Student Salary			
	Number of Hours	Amount paid per hour	Subtotal
Research hours when enrolled in classes			\$ -
Research hours when not enrolled in classes			\$ -
Fringe rate (enrolled in classes)		0.004	\$ -
Fringe rate (not enrolled in classes)		0.0806	\$ -
Total Salary			\$ -
Non-Salary Budget Items			
Materials and Supplies			
Travel			
TOTAL			\$ -

- Undergraduate Research Mini-Grants are processed through “E” funds. All expenditures must be compliant with E fund procurement requirements.
- All budgets must be reviewed by faculty mentor and department business manager prior to submission.

Budget Justification/Description

Student Salary: Indicate estimated number of hours per week and activities while paid salary

- While enrolled in classes: number of weeks x number of hours x hourly rate
- Not enrolled in classes (usually during summer break): Number of hours x hourly rate

Materials/Supplies*: Indicate items, quantity, estimated price and taxes. *Review grant websites for allowable/unallowable expenses.* Letter from Department Business Manager required for participant incentives.

Travel: Indicate location, purpose of travel, provide **itemized** costs (estimate the amount needed for each aspect of travel - transportation, lodging, conference registration, etc).

- Conference expenses are only allowed with the TRIO Research Engagement Grant.

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Additional Funding: List additional funding sources, including dollar amounts, that will fund aspects of this project. Include funding that you have applied for (pending), funding that you previously received (current), and funding that you plan to apply for this semester. **Explicitly state how the funds requested from this grant will be used differently from the funds requested/awarded/will be requested through other funding sources.**